

Purchasing Update

March 2020



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The Current Impact of COVID-19

By Windy Aphayrath, Assistant Director

Earlier this month, Chris Hughes, Director of the Division of Purchasing, sent out a message regarding the COVID-19 situation and its impact on the global supply chain. Over the course of the last three weeks, much has changed across the world, directly impacting what and how we purchase.

The Division of Purchasing continues to monitor the supply chain of vendors on State Cooperative Contract, understanding that COVID-19 has significantly disrupted many of these vendors. We ask all eligible users of State Cooperative Contracts to have patience, as supply and shortages of critical products are being experienced worldwide.

Additionally, while there are well-intentioned vendors reaching out to provide patient protection equipment (PPE), there are also those who are not legitimate. It's highly recommended that agencies conduct due diligence on all new vendors prior to committing to a purchase. Some things to look out for include:

- Email address that is [@gmail.com](mailto:), [@yahoo.com](mailto:), or any other free email account
- No websites or websites that do not look legitimate
- Mandatory prepayments of the full invoice to "guarantee" the stock
- Addresses of "manufacturing" facilities that, when searched, appear to be residences, or cannot be found

The Division of Purchasing will continue to closely monitor the COVID-19 situation and its impact on the world's supply chain and provide more information as we're able. In the meantime, "Stay Safe, Stay Home."



Sourcing Team and Evaluation Committee Members Needed

The Division of Purchasing is currently looking for sourcing team and evaluation committee members! The following contract portfolios are currently in the solicitation process and your input would be a welcome help to ensuring effective contracts are put in place to support your agency's needs! Contact the identified contract manager with any questions!

TITLE	NAME	CONTACT
Commercial HVAC Services	Rick Straw	rstraw@utah.gov
Vape Detector and Elevated Sound Detector	David Bundy	davidbundy@utah.gov
Green Cleaning Products	Kayla Medina	kaylamedina@utah.gov
Facilities Access Monitoring Solution	Solomon Kingston	skingston@utah.gov
Mechanical Street Sweeper	Chike Ogbuehi	cogbuehi@utah.gov

New Statewide - Avaya Data Communications Products & Services

By Jeff Johnson, Contract Analyst

The Division of Purchasing recently established two (2) new Statewide Cooperative Contracts for [Avaya Data Communications Products & Services](#). The awarded contracts are with Avaya resellers– ConvergeOne (AR3317) and CenturyLink (AR3318). These contracts run from April 1, 2020 to March 31, 2025 and will be available on the State Contracts Search beginning April 1, 2020. These new contracts replace the older [AR603 contract](#) directly with Avaya that expires May 31, 2020.

The available scope under these new contracts include Avaya manufactured equipment, software, and services for Unified Communications. The included software is both cloud hosted and customer on premise. Products by manufacturers other than Avaya are out of the scope of these new contracts.

When assessing this portfolio, public entities are encouraged

to review both new contracts to determine the best value fit for your individual entity needs.

As is customary with these types of IT contracts, all State-Level executive branch agencies not listed in part § 63F-1-102(6)(b) of the Utah Code are under the jurisdiction of the Department of Technology Services (DTS). With the exception of products that may be purchased without the involvement of DTS (which are listed [here](#)), these agencies must place orders for items listed in this contract through DTS and may not order directly from the vendor or resellers.

For any questions relating to these contracts or the solicitation that resulted in these contracts, please contact the contract manager Jeff Johnson (jjohnson4@utah.gov) or Solomon Kingston (skingston@utah.gov).

Writing a Scope of Work and Specifications

By Solomon Kingston, Contract Analyst

The scope of work and specifications outlined in a solicitation should promote the overall economy and best use of tax payer dollars for the procurement need you are seeking to resolve. Specifications should not be unduly restrictive or give an unfair advantage to a particular vendor without proper justification. To accomplish this goal here are four primary areas one should consider when developing such.

1. Clarity

- A. Use plain English, avoid legalese and scientific jargon.
- B. Use commonly used words.
- C. Avoid using alternatives (like 'excavate' for 'dig') just to make the text more interesting.
- D. Words should be selected to ensure their meaning is clear and unambiguous.

2. Accuracy

- A. Ensure consistency and accuracy by saying the same thing the same way.
- B. Employ accurate and consistent phraseology for repeated clauses.
- C. Avoid generalizations, unclear words or phrasing, acronyms and abbreviations unless very well-known.

3. Repetition

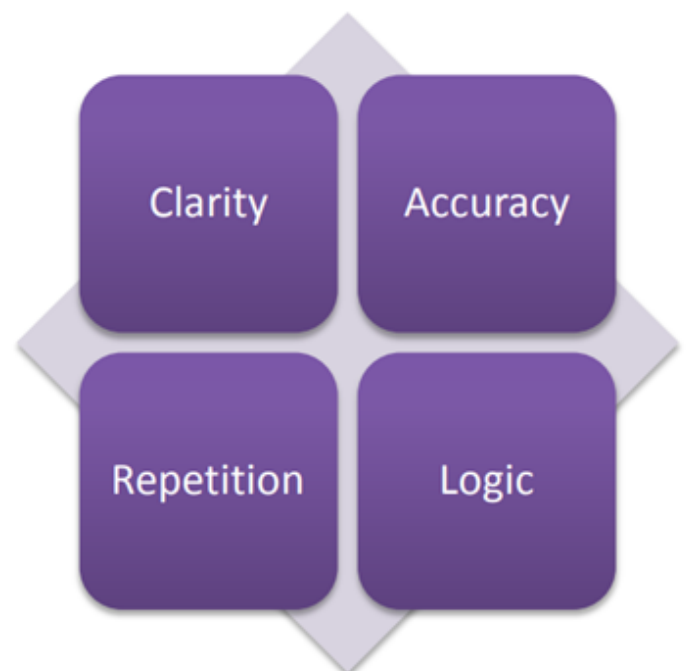
- A. Say everything, but only say it once. Repetition is inadvisable and legally dangerous.
- B. Avoid erroneous information (such as listing a standard that is not referenced in the text).
- C. Just in case something applies, include it once. If something does not apply, leave it out.
- D. If an issue is covered in the Conditions of Contract don't repeat it in the Specification.

4. Logic

Specifications should:

- A. Have sub-headings and a logical numbering system for all headings. Cross-referencing within the Specification is kept to a minimum because of possible future changes.
- B. Have matters of contract and administration separate from the technical sections of the Specification, except for specific instructions on quality or for instructing/informing others (such as a sub-contractor).
- C. Be outcome focused by stating what is to be achieved by the solicitation not how it is to be done.
- D. Not be written to favor one supplier over another (do not specify brands, unless it is necessary).

For questions please contact Solomon Kingston (skingston@utah.gov).



Breaking the Language Barrier

By Blake Porter, Contract Analyst

Critical to every agency's success is the ability to communicate with the public it serves. With the new State of Utah Cooperative Contracts for On Demand Remote Interpreting, opening that communication channel should be a lot easier. These new contracts are part of a new portfolio through NASPO ValuePoint, which replaces the old Over the Phone Interpreting contracts in which the State of Utah previously participated, and has some key new services available.

In addition to the Over the Phone Interpreting (OPI) services that have been available historically, the new On-Demand Remote Interpreting portfolio has available for the first time Video Remote Interpreting (VRI) services. These services will greatly enhance the ability to communicate as seeing an interpreter's expressions will greatly enhance end users' experience. This newer technology also opens up the availability of on demand VRI services for American Sign Language (ASL).

There are over 190 languages available for both VRI and OPI services! Truly "on demand", all these remote interpreting services are available 24/7/365 with no need

to schedule an appointment and are paid by the minute.

Additionally, some of the contractors were awarded the Remote Document Translation category. Just email your document out, wait a few days (depending on the size of the document) and you will get back an editor-reviewed translation. Pretty easy.

Don't forget about our other language interpreting and translation contracts for in-person interpreting! We have three interpreting portfolios that should have you covered. Below is a table of a complete list of our interpreting/translation contractors and the categories they are awarded.

Go check out their contract landing pages in the State Cooperative Contract Search Engine and get in touch with their account representative to get your account setup and ready to go!

<https://statecontracts.utah.gov/Home/Search>

Please contact Blake Porter, btporter@utah.gov for questions.

Contractor Name	Contract #	Categories Awarded
Corporation Translation Services dba Language Link	MA974	OPI, VRI, Document Translation
Voiance Language Services LLC	MA2239	OPI, VRI, Document Translation
Language Line Solutions	MA3354	OPI, VRI
Interwest Interpreting Inc.	MA1070	American Sign Language (in-person)
5 Star Interpreting	MA884	American Sign Language (in-person)
American Sign Language Communication	MA880	American Sign Language (in-person)
Craig Enterprises Inc dba Commgap	MA1841	In-person Interpreting, Document Translation
Asian Association of Utah dba Refugee and Immigrant Center	MA2255	In-person Interpreting, Document Translation
Insync Interpreters LLC	MA2253	In-person Interpreting, Document Translation
Linguistica International	MA2084	In-person Interpreting, Document Translation
Catholic Community Services of Utah	MA2239	In-person Interpreting, Document Translation

Changes to the Sole Source (Award of A Contract Without Engaging in a Standard Procurement Process) Request Form?

By Christopher Jennings, Assistant Director

While competition is the preferred method of awarding a contract, there are instances when exceptions are warranted. To help standardize the process and to ensure that all parties adhere to 63G-6a-802, the Division of Purchasing uses the Award of A Contract Without Engaging in a Standard Procurement Process Request Form which we all know and love.

Among other things, this form requires the conducting procurement unit to provide description and documentation supporting one of the allowable justifications for award without conducting a standard procurement process. The intention is for the conducting procurement unit, the agency buying the product, to perform an internal analysis and justification for award without a standard procurement process.

Issue:

It is not uncommon to receive documentation provided by the vendor as justification. At other times, the conducting procurement unit includes vendor provided information verbatim in the justification or coordinated with the vendor in other ways that attempt to justify award. This coordination can represent a conflict of interest which is prohibited by Code and Rule. In particular, R33-4-103 states "assisting in writing specifications shall not, at any time during the procurement process, be employed in any capacity by, nor have an ownership interest in, an individual, public or private corporation, governmental entity, partnership, or unincorporated association bidding on or submitting a proposal in response to the solicitation."

Because of this concern we have added new language to the form:

Attach any provided justification from the vendor, and any related communication so that Purchasing can verify the Conducting Procurement's justification.

Conducting Procurement Unit must demonstrate an internal analysis for its justification that is not derived from vendor material or messaging.

Any undue support, coaching or coordination provided by the vendor outside general research and inquiries may result in rejection including denial of sole source or vendor being ineligible for contract award regardless of the methodology used. See Utah Administrative Rules R33-4-103(3).

Reasoning:

The Division of Purchasing wants to ensure that the conducting procurement unit has reasonably justified this award request and that all parties have shown that open and transparent competition as required by code, is not possible.

Please click the image below to locate the new sole source form on our website:

AWARD OF CONTRACT WITHOUT ENGAGING IN A STANDARD PROCUREMENT PROCESS REQUEST FORM

ALL REQUESTS OVER \$1,000 MUST BE PRE-APPROVED BY STATE PURCHASING, UNLESS R33-5-104 OF THE ADMINISTRATIVE RULES APPLIES TO THE PROCUREMENT.

- Email this completed form along with a copy of the quote from the vendor to purchasingapplications@utah.gov. The RQM or RQS number must be in the subject line of the email.
- Award of contract without engaging in a standard procurement process is appropriate if State Purchasing determines in writing that: there is only one source for the procurement item; transitional costs are a significant consideration in selecting a procurement item; or the award of a contract is under circumstances, described in rules adopted by the applicable rulemaking authority, that make awarding the contract through a standard procurement process impractical and not in the best interest of the procurement unit.
- An urgent or unexpected circumstance or requirement for a procurement item does not justify the award of contract without engaging in a standard procurement process.
- Complete each section and provide as much information as needed to fully respond. Please click on the grey fields to insert your information. Use your tab key to advance to the next field. Please complete all fields below.
- **Attach the proposed Scope of Work** that your agency has developed as part of this Notice of Intent to Award of Contract without Engaging in a Standard Procurement Process Request Form.
- **Attach the quote received from the vendor**, so that Purchasing can confirm the quote. Quotes cannot be marked as confidential, as they may be published.
- **Attach any provided justification from the vendor**, and any related communication so that Purchasing can verify the Conducting Procurement's justification.
 - o Conducting Procurement Unit must demonstrate an internal analysis for its justification that is not derived from vendor material or messaging.
 - o Any undue support, coaching or coordination provided by the vendor outside general research and inquiries may result in rejection including denial of sole source or vendor being ineligible for contract award regardless of methodology used. See Utah Administrative Rules R33-4-103(3).
- Requests missing information will be rejected and returned to the contact person for completion. State Purchasing may seek additional information from the contact person.
- Please provide a copy of the terms and conditions you provided to the vendor to State Purchasing, if any.

The first two pages will not be posted; however, all of the subsequently numbered pages may be posted, as is, for public notice and comment. Please be complete in your answers.

For Technology Contracts or Purchase Orders Only:
Information Technology (IT), defined in Utah Code 63F-1-102, award of contract without engaging in a standard procurement process procurements:

- For NEW contracts send this form to your agency's State Purchasing Liaison. If you do not know who that is send this to State Purchasing at purchasingapplications@utah.gov - no RQM is needed
- to amend existing OTS contracts send to OTS at disprocurement@utah.gov
- for any resulting in a one-time purchase order must be attached to a purchase request in ServiceNow at <https://utah.service-now.com/>. For support contact disprocurement@utah.gov.

Complete the following vendor information:

Vendor Name:

Vendor Contact Person:

Vendor E-mail Address:

Vendor Telephone Number:

Vendor Ordering Address:

Vendor Remittance Address:

FINET Vendor Number (if available):

All items in the above section are required.

Complete the following if no FINET number exists:

Vendor Federal Tax ID# (TIN): (9 Digits)

Type of Vendor: Click to use the drop-down menu to select the type of vendor.

Conducting Procurement Unit Contact Information:

Not for Public Posting

Quick Overview: U3P Jaggaer* Update 20.1

By Diane Schmidt, Purchasing Agent and Jessica Huhnke, Purchasing Agent

Processes	Helpful Links
The process for all aspects of the site such as creating sourcing events, searching for events, & looking up contracts will remain the same. The change of aesthetics on the site has not interfered with processes or functionality.	<ul style="list-style-type: none"> Jaggaer 20.1 Product Release Videos Release Notes for Current and Past Releases 20.1 JA Release Video

Before Update	After Update
<p>The navigation menu before the update is a vertical list of items: Home, Shop, Orders, Contracts, Vendors, Sourcing, Reporting, and Administer. Each item has a small icon to its left. At the bottom, there is a 'Menu Search' field with a magnifying glass icon.</p>	<p>The navigation menu after the update is a vertical list of items: Home, Shop, Orders, Contracts, Vendors, Sourcing, Reporting, and Administer. Each item has a small icon to its left. At the bottom, there is a search field with a magnifying glass icon and a right-pointing arrow.</p>

Comments

- The Navigation Menu has a Cleaner look.
- Some icons have been redesigned but everything is in the same order.
- The only major change here is for eProcurement clients. The shopping settings are now under the shopping cart icon.
- Nothing else has changed in terms of functionality.

Before Update	After Update
<p>The user profile before the update shows a dropdown menu for 'Jessica Huhnke' with options: View My Profile, Dashboards, Manage Searches, Manage Search Exports, Set My Home Page, and Search Help For A Solution. Below the menu, it says 'You do not have any recent orders'.</p>	<p>The user profile after the update shows a dropdown menu for 'Jessica Huhnke' with the same options as before. Below the menu, it says 'You do not have any recent orders'. At the bottom right, there are 'Logout' and 'Help' buttons.</p>

Comments

- Most of the changes to the top menu are cosmetic. It has a new look for bookmarks, action items, and notifications.
- The name drop down has been changed to a profile icon from which you can access your user info, dashboards and search pages.
- New log out button at the bottom.

* U3P is the Utah Public Procurement Place which runs on the Jaggaer platform, which was previously known as Scisquest

UTAH CORRECTIONAL INDUSTRIES

DID YOU KNOW WE HAVE A NURSERY?



SPRING SALE

The UCI Nursery Spring Flower Sale starts April 13th and all customers are welcome to purchase plants from the Nursery through our online catalog. We carry Annuals, Perennials, Ground Cover, Cacti & Succulents, Native Species, and Decorative Grasses. We also have hanging baskets, wooden planters, and ceramic pottery with plant arrangements.

With 10 large greenhouses, the UCI Nursery is your local supplier for a wide variety of quality plants. Whether for personal use or if you are with the city, county, or state, we can help you update and uplift the look of any property. Plus, our herbs & vegetables are a great way to bring the freshest ingredients to your table. No matter what you need, we can help ensure your garden looks beautiful and functions properly.

To place an order please email ucicustomerservice@utah.gov



VISION

Building a better community through career development.

MISSION

Utah Correctional Industries is dedicated to public safety through innovative career building, community partnerships, and quality production to develop successful people.

OUR BUSINESS OPERATIONS

PRINTING | EMBROIDERY/SCREEN PRINTING
SEWING | FURNITURE | SEATING/UPHOLSTERY
CONSTRUCTION | DOCUMENT SCANNING | SIGNAGE

View the State Use Law (63G-6a-804)

QUESTIONS? CONTACT US AT 801-576-7700

UCI.UTAH.GOV

Spotlight Article



Krysta Countryman

Krysta is a new State Contract Analysts at State Purchasing, coming from a local water district as an Administrative Specialist. Krysta was born and raised in Utah, she received her AS in Science, BA in Health Promotion and Minor in Nutrition from Weber State University, and MBA from Western Governors University. Krysta has a beautiful daughter, a caring husband, and two snuggly puppies. She enjoys boating at Lake Powell, surfing, snowmobiling, pizza, ice cream, and traveling to warm beachy places with her family.

Q and A

Q: Who is your hero?

Wonder Woman of course! She is a hero that knows her strengths, pushes her limits, and never stops learning.

Q: If you could live anywhere, where would it be?

A. Utah! Utah offers such a variety of year-round activities and has a variety of climates that are tough to beat. I am always up for an adventure, and Utah is just the place.

How to Receive the Purchasing Update Newsletter

Did you receive this newsletter from a co-worker? Do you want to receive the Purchasing Update directly? Please send an email to Tara Eutsler, teutsler@utah.gov.

Q: Would you rather ride a bike, a horse, or drive a car?

A. With today's technology, cars are better than a magic carpet ride.

Q: If you could only eat one meal for the rest of your life, what would it be?

A. PIZZA!

Q: Do you collect anything? If so, what is it?

A. It's more of a tradition, but every year I get a Christmas ornament that reflects the past year.

Q: What was your first job?

For my first job, I was a receptionist at Larry H. Miller Chrysler Jeep Dodge Ram.

Q: If you had to describe yourself as an animal, which one would you be?

A. A dog.

Q: What is the best single day on the calendar?

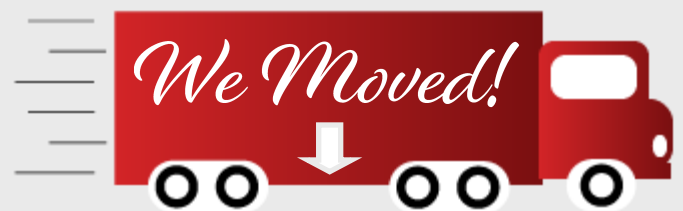
Christmas Eve, it's full of magic!

Q: Would you rather go hang gliding or whitewater rafting?

A. Hang gliding!

Q: What is something you think everyone should do at least once in their lives?

A. Travel to a destination of their dreams.



Utah Division of Purchasing & General Services

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Taylorsville, Utah 84129

801-957-7160

Purchasing.utah.gov

Hours: 8:00 am—5:00 pm M-F

